

**TRIPURA BOARD OF SECONDARY EDUCATION**  
**P.N. Complex, Gorkhabasti, P.O. KUNJABAN, Agartala**  
**Tripura West, PIN – 799006**

No. F. 4(13)-MISE/TBSE/2013(Vol-II)

Dated, Agartala, the November 22 , 2014

**NOTICE INVITING TENDER FOR PUBLISHING AND DISTRIBUTION**  
**OF TEXT BOOKS OF ENGLISH AND BENGALI**

Sealed Tenders are invited from bonafide, resourceful and reputed Publishers/ Printing Firms having valid Registration Certificate from appropriate authority for Publishing of Text Books of English and Bengali on behalf of Tripura Board of Secondary Education for Class XII (effective from 2015) and distribution of said Books throughout the State of Tripura.

The Manuscripts of both the Subjects will be delivered by the Board.

General information and Terms & Conditions can be downloaded from the TBSE Website ([www.tbse.in](http://www.tbse.in)).The same can also be collected from the office of the undersigned on any working day of the Board.

The last date of submission of Tenders in the office of the undersigned is **05-12- 2014** by 02.00 pm.

(Dr. S.K. Poddar)  
SECRETARY

## **General Information and Terms and Conditions for Tender Notice**

**No. F.4(13)MISE/TBSE/2013(Vol-II) dated 22-11- 2014**

### **1. Nature of the Work :**

**i) Publishing of Text Book of English, Distribution and Marketing of said Books throughout the State of Tripura .**

**a) Copies to be printed : 30,000 (Appx.), b) Pages contained : 50 (Appx.)**

**ii) Publishing of Text Book of Bengali, Distribution and Marketing of said Books throughout the State of Tripura .**

**a) Copies to be printed : 30,000 (Appx.), b) Pages contained : 80 (Appx.)**

***Note : i) The number of copies and pages are tentative . It may increase or decrease on actual requirement,***

***ii) Subsequent increase in number of copies and pages should be printed at the same rate as accepted by the Tripura Board of Secondary Education (TBSE) , Agartala, in case of necessity.***

**2. The Preamble of the Constitution of India, Rights and Duties of Indian Citizens, Contents with Page-numbers are to be given in the first part of the Books.**

**3. The Tenderers should have to submit the following documents at the time of submission of tenders :**

- i) Up-to-date Trade License/ Factory Licence issued by the competent authority,**
- ii) Latest Sales Tax, Professional Tax, Income Tax and VAT clearance Certificates,**
- iii) Copy of PAN Card,**
- iv) Up-to-date SSI Registration Certificate ( if applicable ).**

v) A list of Publications for the last 2(two) years and to prove that they have an efficient Distribution and Marketing network in Tripura .

**4. a) Finishing Size of the Books (English & Bengali):**14.5 cm x 21.5 cm ( ± 0.5 cm ). **b) Actual Printed Area :** 11 cm x 18 cm

**5. Paper Quality :**

**i) Cover Page :** Cromo Art Board with minimum 220 GSM,

**ii) Inner Page :** 14.8 kg Cream Wove Paper/ Minimum 60 GSM White Print, (Sample of paper to be used for Inner and Cover pages are to be attached with the Tenders).

**6. Colour :**

**i) Cover :** Bi- Colour with Gloss Lamination.

**ii) Title Page :** Bi- Colour.

**iii) Text :** Inside Text Printing in one Colour( Black and White ).

**7. Fonts :** Clear Fonts (English- 11 Point & Bengali- 13 Point) should be used for the Text materials. The same Fonts should be used throughout the Book, except Cover Page, Title Page, Title of the Prose/ Poetry/ Drama and Name of the Author/ Poet/ Dramatist.

**8. Binding :** Perfect.

**9. Copyright :** The Copyright of the Books shall remain vested with the TBSE.

**10. ISBN :** ISBN should be provided by the Publisher on behalf of the Board.

**11. Serial Number :** Serial Numbers of the Books should be impressed in each Book by the Publisher.

**12. Price of the Books :** The Price of the Books shall be determined by the TBSE.

**13. Proof-Checking :** Minimum three (3) times proof-checking shall be done by the Tenderers. However, the final proof is to be submitted to the TBSE for approval.

*Note : No Printing-mistake shall be allowed and the TBSE shall not accept such Books. If any Printing-mistake arises, the cost of reprinting of such books shall be the liability of the Tenderer.*

**14. Time of Completion of the Works :** The Manuscripts of both the Subjects will be delivered by the Board after receiving of the Security Deposit. The Publication, Distribution and Marketing works shall have to be completed by **February 20, 2014.**

**15. Earnest Money :** The Earnest Money amounting Rs.20,000/- (Rupees Twenty Thousand) only against each Book shall have to be deposited along with the Tender in the form of Demand Draft, drawn in favour of **TRIPURA BOARD OF SECONDARY EDUCATION** , payable at **AGARTALA** .

*Note : i) No Tender will be entertained without the Earnest Money.*

*ii) The Earnest Money may be forfeited on the following grounds : a) If the successful Tenderer(s) withdraw their Tender(s) after acceptance of the Tender(s), b) If the successful Tenderer(s) fails to execute the work(s) within the stipulated time scheduled .*

**16. Security Deposit :** The Security Deposit amounting Rs.50,000 (Rupees Fifty Thousand) only against each Book shall have to be deposited by the successful Tenderer within two days from the date of issue of Work Order in the form of Demand draft, drawn in favour of **TRIPURA BOARD OF SECONDARY EDUCATION** , payable at **AGARTALA** .

**17. Royalty :** Royalty at the rate of 10% shall have to be paid to the TBSE by the Publisher annually.

**18. Rate should be quoted both in figure and words per Page. While submitting the rate, the following costs may be considered by the Tenderers :** i) DTP Charges, ii) Cover Designing, iii) Film-making Charges, iv) Cost of Paper for Cover and Inner Pages, v) Cost of Printing of Cover and Text, vi) Proof-reading, vii) Binding, viii) Numbering of Books, ix) Packing, x) Expenditure for distribution of

Books throughout the State of Tripura ( Loading , Unloading and Vehicle-Charges etc.) and xi) Royalty payment .

The rate shall remain valid for 2(two) years.

**19. The selected Publisher/ Printing Firm shall have to borne all related expenditure what so ever in connection with Production, Distribution and Marketing of said English and Bengali Text Books.**

**20. Penalty Clauses:** i) If the successful Tenderer fails to publish and distribute the Books within the stipulated date, penalty will be imposed at the rate of Rs.1,000/-per day, ii) If the Tenderer fails to maintain the quality and standard of papers of the Book as specified in the Terms and Conditions of the tender, penalty will be imposed at the rate of Rs.30,000/-per Book .

**21. The Sealed Tender superscribed as “Publishing of Text Books of English and Bengali” may be sent by SPEED POST/ REGISTERED POST only to the Secretary, TRIPURA BOARD OF SECONDARY EDUCATION, P. N. Complex, Gorkhabasti, P.O. Kunjaban, Agartala, Tripura, PIN- 799006.**

The last date of receiving of Tender either by SPEED POST/ REGISTERED POST is 05-12-2014 by 02.00 pm .

The Tenders will be opened on 05-12-2014 at 02.30 pm. at the office of the Secretary, TRIPURA BOARD OF SECONDARY EDUCATION . The Tenderers or their authorised representatives may remain present at the time of opening of Tenders .

*Note: No Tender received beyond the last date and time will be considered.*

**22. The TRIPURA BOARD OF SECONDARY EDUCATION reserves the right to accept or reject any Tender, even the lowest one, without assigning any reason .**

**23. If any dispute arises, the dispute will be decided by the sole Arbitrator. The name of the Arbitrator will be decided by the President, Tripura Board of Secondary Education. The jurisdiction of the proceedings will be Agartala and the venue of the proceedings will be decided by the sole Arbitrator.**

**24. The Tenderer may quote the Rates as per following format :**

**TENDER FOR PUBLISHING & DISTRIBUTION OF TEXT BOOKS OF ENGLISH AND BENGALI**

**Ref. No.F.4(13)-MISC/TBSE/2013(Vol.II) of dated, Agartala, the 22-11- 2014**

<b>Sl. No.</b>	<b>Nature of the Work</b>	<b>Rate per page</b>
1.	Publishing of Text Book of English, Distribution and Marketing throughout the State	
2.	Publishing of Text Book of Bengali, Distribution and Marketing throughout the State	

**(Signature in full of the Authorised Signatories of the Publisher/Printing Firm)**

**Name :**

**Seal :**